



Date Adopted: 05/13/1991

Date Revised: 06/19/2001

**Title: Administrative Technician**

**FLSA: Non-Exempt**

**General Purpose:**

To provide responsible technical assistance by coordinating, monitoring and reporting on various departmental activities of a routine and recurring nature; to perform administrative and technical work of assigned program area; to perform a variety of highly responsible and complex clerical, and secretarial duties for a department; and to assign and review the work of assigned clerical personnel.

**Supervision Received and Exercised:**

Receives direction from assigned management personnel.

May exercise direct supervision over assigned clerical personnel.

**Essential Duties and Responsibilities:**

The following duties are normal for this classification. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

Perform a wide variety of complex, responsible, and confidential secretarial and routine administrative duties for management personnel.

Perform routine administrative projects for management personnel; research and compile background data; maintain records and files regarding department administrative activities.

Develop, coordinate, and implement program activities of a technical area of assignment related to department activities; prepare technical documents related to program activities.

Respond to requests for documentation related to assigned area of responsibility; explain and interpret assignment area policies and procedures to internal or external customers.

Perform technical duties related to area of assignment including interpreting, analyzing, and determining compliance or acceptance of information and materials; prepare reports to document results of duties performed.

Assist professional staff in performing and conducting studies, special projects, administrative and

technical functions; perform data collection and analysis; prepare draft reports and technical documents.

Establish and maintain systems related to assigned technical areas of responsibility; monitor area activities and report progress as required.

Review and verify documents related to department activities including budgets, grants, claims, public information, legislation, classification, recruitment and selection, employee benefits, personnel actions, and/or other related information.

Interpret and explain routine City and department policies, rules, and regulations in response to inquiries; refer inquiries as appropriate.

Independently respond to letters and general correspondence not requiring the attention of management personnel.

Coordinate and make travel arrangements; maintain appointment schedules and calendars; arrange meetings and conferences.

Research and compile data for special projects and various reports.

Initiate and maintain a variety of files and records.

Assist in the support of a board or commission including preparing the agenda, assembling background materials, attending meetings, and typing minutes of meetings as assigned.

Plan, assign and review the work of assigned clerical personnel; conduct performance evaluations on assigned clerical personnel.

Recommend organization or procedural changes affecting clerical activities.